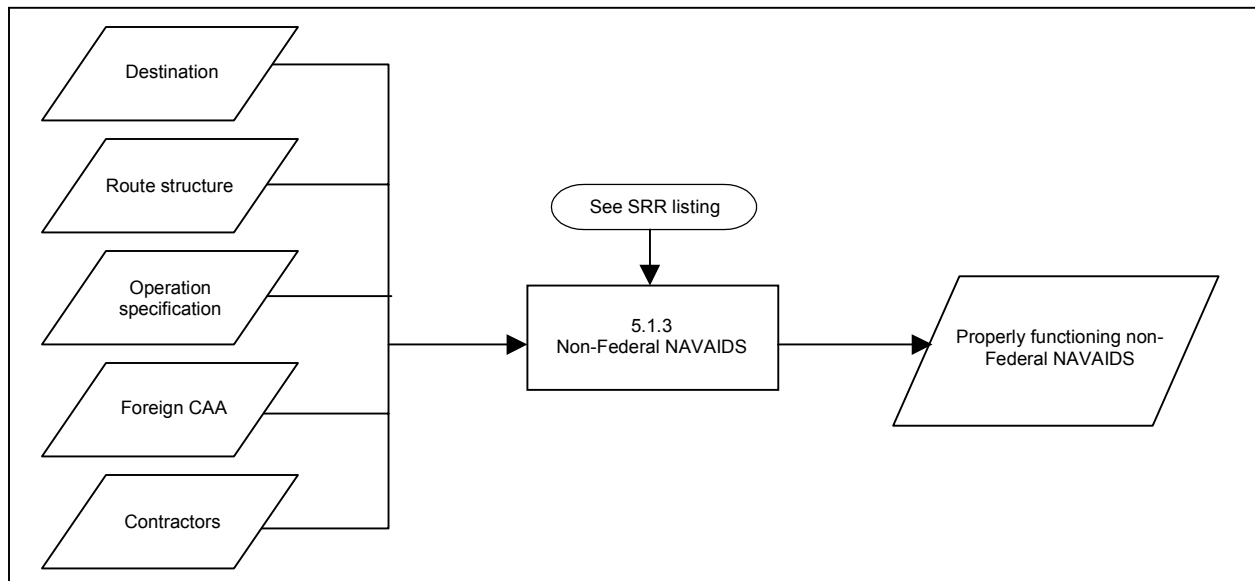


# Safety Attribute Inspection (SAI) Job Aid



## ELEMENT SUMMARY INFORMATION

**Element:** 5.1.3 Non-Federal NAVAIDS

**Purpose of this Element** (Air Carrier's responsibility): To ensure that the non-Federal NAVAIDS used by them are properly maintained.

**Objective** (FAA responsibility): To determine if the air carrier's non-Federal NAVAIDS process includes safety attributes.

**Inputs:**

- Destination
- Route Structure
- Operation Specification
- Foreign CAA
- Contractors

**Output:**

- Properly functioning non-Federal NAVAIDS

**Performance Measures:**

- The Air Carrier has an operations/maintenance Manual for company maintained non-Federal NAVAIDS.
- The Air Carrier maintains maintenance and accuracy records for non-Federal NAVAIDS.
- The Air Carrier reviews flight inspection data for non-Federal NAVAIDS used by them.
- The Air Carrier keeps a list of trained personnel that maintain non-Federal NAVAIDS.
- The Air Carrier keeps a list of company maintained non-Federal NAVAIDS.

# Safety Attribute Inspection (SAI) Job Aid

## **SRR:**

- 121.103 (a) Enroute navigational facilities.
- 121.121 (a)(2) Enroute navigational facilities

## **Other CFRs and/or FAA Guidance:**

- Part 171, Non-Federal Navigation Facilities
- FAA Order 6700.1, Navigational Aids
- Refer to appropriate Advisory Circulars

# Safety Attribute Inspection (SAI) Job Aid

## SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
<b>121.103(a) (1) (2)</b>	To ensure each domestic and flag Air Carrier shows that non-visual ground aids are operating with the degree of accuracy required for ATC and the operation involved.	<b><i>Certification:</i></b> Airworthiness <b><i>Surveillance:</i></b> Airworthiness
<b>121.121(a) (2)</b>	To ensure each supplemental Air Carrier shows that non-visual ground aids are operating with the degree of accuracy required for ATC and the operation involved.	<b><i>Certification:</i></b> Airworthiness <b><i>Surveillance:</i></b> Airworthiness

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### SECTION 1 - RESPONSIBILITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the non-Federal NAVAIDS process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who is responsible for the quality of the Non-Federal NAVAIDS process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Non-Federal NAVAIDS process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who is answerable for the quality of the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### SECTION 2 – AUTHORITY ATTRIBUTE

**Objective:** To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the non-Federal NAVAIDS process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Identify the person who has the authority to establish or modify the Non-Federal NAVAIDS process.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Non-Federal NAVAIDS process with the person.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the individual know who has the responsibility for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### SECTION 3 – PROCEDURES ATTRIBUTE

**Objective:** To determine if the Air Carrier has documented procedures for accomplishing the non-Federal NAVAIDS process.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Non-Federal NAVAIDS process to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Non-Federal NAVAIDS process with appropriate personnel to gain an understanding of the procedures.
4. Observe the Non-Federal NAVAIDS process to gain an understanding of the procedures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Do written procedures exist to achieve the desired result of the Non-Federal NAVAIDS process:

1.1 Do written procedures outline record keeping requirements for the maintenance of company maintained non-Federal NAVAIDS? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

1.2 Do written procedures outline support requirements for company maintained non-Federal NAVAIDS? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

1.3 Do written procedures establish accuracy and maintenance standards in the Air Carrier non-Federal NAVAIDS operational/maintenance Manual? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

1.4 Do written procedures establish training requirements for personnel that support company maintained non-Federal NAVAIDS? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

1.5 Do written procedures list the company maintained non-Federal NAVAIDS?

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

1.6 Do written procedures establish reporting requirements outlined in FAR part 171? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]

☐ YES    If no or N/A, explain:  
☐ NO  
☐ N/A

2. Do the procedures identify: who, what, where, when and how?

☐ YES    If no, explain:  
☐ NO

3. Are the procedures in compliance with the CFR(s)?

☐ YES    If no, explain:  
☐ NO

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### **SECTION 3 – PROCEDURES ATTRIBUTE**

4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer's Recommendations)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Does the air carrier have the resources to support the written procedures for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure).	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
7. Are the procedures published in different manuals relating to the Non-Federal NAVAIDS process consistent?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### SECTION 4 – CONTROL ATTRIBUTE

**Objective:** To determine if checks and restraints are designed into the non-Federal NAVAIDS process to ensure a desired result is achieved.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Non-Federal NAVAIDS process.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI
3. Discuss the Non-Federal NAVAIDS process with appropriate personnel to gain an understanding of the controls.
4. Observe the Non-Federal NAVAIDS process to gain an understanding of the controls.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following checks and restraints built into the Non-Federal NAVAIDS process:

1.1 Does the Air Carrier review flight inspection data for company maintained non-Federal NAVAIDS? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Does the Air Carrier keep records of maintenance for company maintained non-Federal NAVAIDS? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Does the Air Carrier maintain its non-Federal NAVAIDS according to the standards established in its non-Federal NAVAIDS operations/maintenance Manual? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Does the Air Carrier train non-Federal NAVAIDS maintenance personnel according to the requirements established in its Manual? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Does the Air Carrier submit reports required by FAR part 171? [SRR 121.103(a)(1) & (2), SRR 121.121(a) (1) & (2), REF. PART 171]	<input type="checkbox"/> YES    If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. Do the checks and restraints ensure the desired result is achieved for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
4. Does the air carrier have the resources to support the checks and restraints for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO



# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

**Objective:** To determine if the air carrier measures and assesses the non-Federal NAVAIDS process, to identify and correct problems or potential problems.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Non-Federal NAVAIDS process.
2. Discuss the Non-Federal NAVAIDS process with appropriate personnel to gain an understanding of the process measures.
3. Observe the Non-Federal NAVAIDS process to gain an understanding of the process measures.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. <Deleted>

2. Does the air carrier's Non-Federal NAVAIDS process include the following process measurements?

2.1 Maintenance records for the non-federal NAVAIDS maintained/supported by other entities?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

2.2 Training records for non-federal NAVAIDS?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

2.3 Accuracy and maintenance standards for company maintained non-federal NAVAIDS?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

2.4 The non-federal NAVAIDS operations/ maintenance Manual for currency?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

2.5 The list of company-maintained non-federal NAVAIDS?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

2.6 Support for non-federal NAVAIDS maintenance?

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

2.7 Required reports

☐ YES If no or N/A, explain:  
☐ NO  
☐ N/A

3. Does the air carrier document their process measurement methods and results?

☐ YES If no, explain:  
☐ NO

4. Are the air carrier's process measurement methods effective?

☐ YES If no, explain:  
☐ NO

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### **SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE**

5. Does the air carrier use their process measurement results to improve their programs?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
6. Are the process measurement results accessible to the FAA?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
8. Does the air carrier have the resources to support the process measurement for the Non-Federal NAVAIDS process?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### SECTION 6 – INTERFACES ATTRIBUTE

**Objective:** To determine if the air carrier identifies and manages the interactions between the non-Federal NAVAIDS process and the other element processes within the Air Carrier organization.

*To meet this objective, the inspector will accomplish the following tasks:*

1. Review the documented instructions and information related to the Non-Federal NAVAIDS process.
2. Discuss the Non-Federal NAVAIDS process with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Non-Federal NAVAIDS process to gain an understanding of the interfaces.

*To meet this objective, the inspector will determine and record answers to the following questions:*

1. Are the following interfaces identified for the Non-Federal NAVAIDS process:

1.1 Outsource Organizations (Element 1.3.7)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

1.2 <Deleted>

1.3 Dispatch of Flight Release (Element 3.2.1)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

1.4 Director of Safety (Element 7.1.3)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

1.5 Director of Operations (Element 7.1.4)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

1.6 Manual Currency (Element 2.1.1)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

1.7 Content Consistency Across Manuals (Element 2.1.2)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

1.8 (Manual) Distribution (Element 2.1.3)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

1.9 (Manual) Availability (Element 2.1.4)

☐ YES If no or N/A, explain:  
☐ No  
☐ N/A

2. List any additional interfaces identified:

# Safety Attribute Inspection (SAI) Job Aid

## 5.1.3 Non-Federal NAVAIDS

### **SECTION 6 – INTERFACES ATTRIBUTE**

3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Non-Federal NAVAIDS process and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES    If no, explain: <input type="checkbox"/> NO